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22 March 1985

MEMORANDUM FOR THE RECORD

Subject: Office of Personnel FY 1985 First Quarterly Review

25X1 1. The Office of Personnel held its FY 1985 First Quarter Review on 15 February at 0930 hours. Mr. Robert Magee, (D/OP), opened the session by greeting the DDA and then introducing [] to present the opening remarks.

25X1 2. [] spoke briefly on three key issues: Retirement, Recruitment, and Relocation, indicating these subjects would be further addressed during the morning review. Items of significance on other OP projects during the reporting period were as follows:

a. Overseas premium pay was approved for all CIA employees assigned PCS abroad.

b. The formulation of an OP banding project was initiated.

c. A tuition assistance program for student trainees (undergraduate co-op employees) was approved.

d. An employee (tandem couple) policy is being formulated.

e. A study is being conducted on a new secretarial pay schedule.

f. A total of 755 responses were received from recruitment ads in the Washington Post.

25X1 [] concluded by introducing the first scheduled speaker on the
25X1 agenda, [] to brief on OP Minority Recruitment
Efforts.

25X1 3. [] presented statistics on minority representation in both the officer and technical categories. For example, the percentage of black employees in the tech category increased from 3.8% in 1978 to 6.35% in 1984, and increases were also evident in the Hispanic and female categorys. The Asian minority category showed a slight decrease from 1.67% to 1.2% over the same time period.

25X1 [] suggested the following reason for the small percentage

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of minority recruitments. He explained that in his travels to minority schools, he discovered a strained relationship between some minority elements and CIA. Initial impressions are that CIA is connected to law enforcement and this image doesn't go over well in these communities. He said positive steps are being taken by the Agency to reverse these attitudes. [] also presented an EOD minority recruitment profile from June through December 1984. A total of 7 officers, 24 technicals, and 49 clericals were brought on board during that time frame. The last statistical ladder presented was on the MP career service for women. The statistics showed percentage increases in women occupying grades GS-10 through GS-15. In 1984, [] percent of the GS-15s in the MP career service were female, compared to [] percent in 1983.

4. Next, [] briefed on Recruitment projections and informed the audience that 122 cases were initiated this week in the officer and technical categories. Additionally, the Agency's total technical/Agency ceiling is [] current on-duty strength is [] resulting in a balance of [] yet to be recruited. After estimating attrition, new EODs, and a 50% survival rate of applicants currently in process, the shortfall estimate is [] A chart showing "in-processing" totals indicated a dramatic rise in key categories since November/December 1984. However, even with all the current activity in recruitment, total hires to date are less than last year. [] said that all efforts are being pursued within OP, OS, and OMS to bring cleared and qualified people on board. He also indicated OP is using the clerical pool to its best advantage, with a total of [] reject letters and a multitude of other unclassified work being processed during the past quarter.

5. The status of the 120-day clearance project was explained by [] took the audience systematically through the seven major steps comprising the 120-day processing cycle. The first five steps, from creating a new EOD file in the Correspondence Branch to arranging interviews with components, fall within the 30-day time frame. Steps six and seven which begin with arranging medical and polygraphs, through the background investigation, and ultimately to EOD or rejection, fall in the 90-day cycle. The Processing Branch has been divided into teams to expedite paperwork, and a unit has been established to monitor the hiring decision from "point one" in every single case. Working teams have individual phones and computers, extra duping machines, and the assistance of the AIM network. All personnel are working hand in hand to make the 120-day processing cycle a success.

6. [] provided an update on the Domestic Relocation Program and began by briefly mentioning the relocation benefits available after the approval of the Warner-Wolf Bill. These benefits included increased shipment/storage of HHE, increased temporary living allowance, authorization for tax reimbursement, and the use of a

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7. The final speaker of the day was [redacted] who provided information on Insurance Automation. She explained that the Insurance Branch is inundated with processing and transactions which could be better accomplished by automation. Because the current computer system is not flexible enough to handle all automated requirements, the Office of Data Processing (ODP) was consulted, and a five-phase system is now under development in coordination with ODP and an external contracting facility (Booze-Allen). The first two phases of the system are currently being designed. [redacted] further stated that the new system will be capable of interfacing with other components, i. e., Central Cover and the Office of Finance, relative to processing insurance claims. Additionally, data input capabilities will be designed to handle anticipated increases in the future workload and can be enhanced to include investment and actuarial analysis.

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8. Prior to adjournment, [redacted] reported that the DS&T has been extremely delighted with the initial results of the APOLLO Travel Service Program. Mr. Magee then thanked all participants and adjourned the session at 1105 hours.

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DDA/MS: [redacted] 22Mar85

Orig - File

1 - DDA Chrono

1 - DDA/MS Chrono

1 - D/OP

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AGENDA

Office of Personnel Quarterly Review

0930, 15 February 1985

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1. Summary of First Quarter Major Achievements

2. EEO Activities:

Minority representation in officer/tech category.
Women in key OP assignments.

3. Employment:

Recruitment projections.
Status of 120 day clearance project.
Status of field "blitz".

4. Employee Benefits & Services:

Domestic relocation.
Insurance automation.

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The 120-Day Processing Cycle

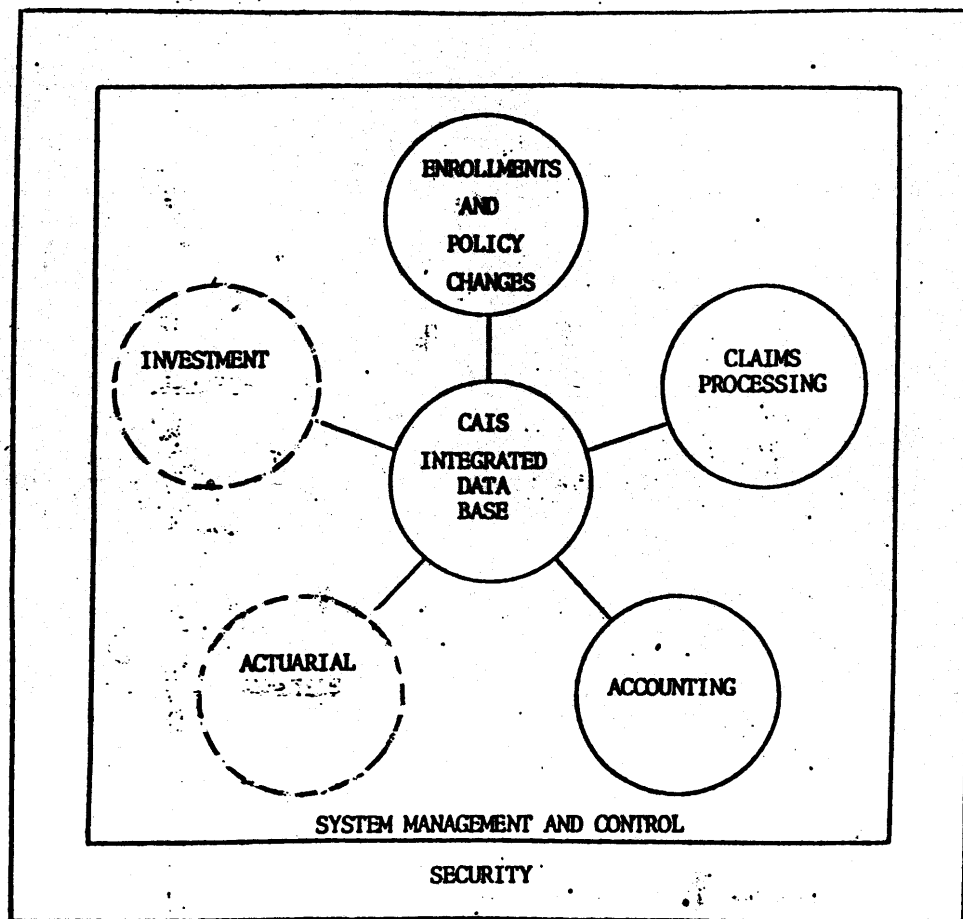
1. Correspondence Branch
 - create file
 - enter into CAPER system
2. Selection Officer
 - review PHS
 - assign components to PHS
 - dupe PHS's
3. OS and OMS Expeditors
 - review PHS
 - approve further processing
or recommend discontinuation
3. Components (including CT division)
 - review PHS
 - decide whether to PPI, PIP,
or "no interest"
4. Selection Officer
 - give instructions to processor
 - PPI or PIP (even if Expeditor
review incomplete
 - or reject
5. Processor
 - contact applicant
 - arrange preprocessing interviews
with components
6. Processor
 - contact applicant
 - arrange medical & polygraph appts.
 - begin background investigation
7. APPLICANTS EOD OR ARE REJECTED

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CAIS Functional Areas



| OBJECTIVE NO. | OFFICE | RESPONSIBLE OFFICER | FY | FY RESOURCE ESTIMATE | | PERIOD | | STATUS | | | | | | |
|--|-----------|---------------------|---|----------------------|---------|-----------|------------------|----------------|-----|-----|-----|-----|-----|-----|
| OP 85-23 | DDA/OP/EO | | 85 | WKYR | DOLLARS | OCT - DEC | + | = | < | | | | | |
| OBJECTIVE To increase the representation of minority groups in the Agency's officer and technical work force through targeted recruitment at selected minority conferences, conventions, and university and college minority career days. | | | | | | JAN - MAR | | | | | | | | |
| | | | | | | APR - JUN | | | | | | | | |
| | | | | | | JUL - SEP | | | | | | | | |
| | | | | | | | + EXCEEDING PLAN | | | | | | | |
| | | | | | | | | = MEETING PLAN | | | | | | |
| | | | | | | | | < BEHIND PLAN | | | | | | |
| ACTION PLAN (Milestones) | | | COMPLETION MONTH: SCHEDULED O; ACTUAL X | | | | | | | | | | | |
| | | | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| Attend 40 schools or events* | | | | | X | | | | | | | | | |
| Attend 8 schools or events | | | | | | | | | | | | | | 0 |
| Send 200 Personal History Statement of minority applicants to complaints | | | | | | | | | | | | | | 0 |
| *Actual count is 42. | | | | | | | | | | | | | | |

AGENDA ITEM 3

Employment

Recruitment projections

Status of 120 day clearance project

Status of field "blitz"

OBJECTIVE AND ACTION PLAN

| OBJECTIVE NO. | OFFICE | RESPONSIBLE OFFICER | FY | FY RESOURCE ESTIMATE | | PERIOD | STATUS | | | | | | | |
|---|------------|---------------------|---|----------------------|---------|---|--------|-----|-----|-----|-----|-----|-----|-----|
| | | | | WKYR | DOLLARS | | | | | | | | | |
| OP/85-19 | Employment | DD/E | | | | OCT - DEC | + = < | | | | | | | |
| Meet the Agency's FY-85 hiring objectives which will include the proper mix of occupational skills and critical category requirements established by the Directorates. | | | | | | JAN - MAR | | | | | | | | |
| | | | | | | APR - JUN | | | | | | | | |
| | | | | | | JUL - SEP | | | | | | | | |
| | | | | | | EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN | | | | | | | | |
| ACTION PLAN (Milestones) | | | COMPLETION MONTH: SCHEDULED O; ACTUAL X | | | | | | | | | | | |
| | | | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| • Implement the "KEY" file system for critical category requirements. | | | • X | | | | | | | | | | | |
| • Develop tracking mechanism to ensure a capability exists to track monthly progress toward the objective. | | | • X | | | | | | | | | | | |
| • Implement and evaluate annuitant test programs at selected universities and military bases for the purpose of generating additional CT and other applications. | | | OX | | | | | | | | | | | |
| • Thorough analysis of EODs during FY80-84 to determine most productive geographic regions and most effective media in order to ensure that our advertising dollar is being invested to achieve the maximum return. | | | | | | | | | | | | | | |
| • Conduct quarterly reviews of progress. Implement changes as required. | | | | | | O | | | O | | | O | | |

OBJECTIVE AND ACTION PLAN

| | | | | | | | | | | | | | | |
|---|------------|---------------------|---|-----|----------------------|---------|--------|-----|--------|-----|-----|-----|-----|-----|
| OBJECTIVE NO. | OFFICE | RESPONSIBLE OFFICER | FY | | FY RESOURCE ESTIMATE | | PERIOD | | STATUS | | | | | |
| OP/85-20 | Employment | DD/E | | | WKYR | DOLLARS | | | + | = | | | | |
| OBJECTIVE By July 1985, process employment applications, as a norm, in 120 calendar days from Date of File (arrival in Employment) to full clearance. | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| ACTION PLAN (Milestones) | | | COMPLETION MONTH: SCHEDULED O: ACTUAL X | | | | | | | | | | | |
| | | | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| <ul style="list-style-type: none"> Devise a practical system of procedures and deadlines that radically compresses the essential steps of processing. Put the new system into operation. Streamline structure by reorganizing the Selection and Processing Branches into Selection-Processing Teams, each responsible for processing applicants in a portion of the alphabet. Establish a Monitoring & Coordination Section to track every single applicant case. Increase personnel strength to accomplish the objective. Upgrade equipment (e.g., computers and phones) to enhance efficiency and speed processing. Complete shakedown and refinement of the system. Achieve 120 days as the norm for processing. | | | | | OX | | | | | | | | | |
| | | | | | | 0 | | | | | | | | |
| | | | | | | 0 | | | | | | | | |
| | | | | | | 0 | | | | | | | | |
| | | | | | | | 0 | | | | | | | |
| | | | | | | | 0 | | | | | | | |
| | | | | | | | | 0 | | | | | | |
| | | | | | | | | | | 0 | | | | |

AGENDA ITEM 4

Employee Benefits & Services

Domestic relocation

Insurance automation

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OBJECTIVE AND ACTION PLAN

| | | | | | | | |
|---------------|--------|---------------------|----|----------------------|---------|---|--------|
| OBJECTIVE NO. | OFFICE | RESPONSIBLE OFFICER | FY | FY RESOURCE ESTIMATE | | PERIOD | STATUS |
| | OP/IOD | | | WEEK | DOLLARS | | |
| OBJECTIVE | | | | | | OCT - DEC | X |
| | | | | | | JAN - MAR | |
| | | | | | | APR - JUN | |
| | | | | | | JUL - SEP | |
| | | | | | | A EXCEEDING PLAN B MEETING PLAN C BEHIND PLAN | |

Automation of Claims, Accounting and Insurance System (CAIS)

| ACTION PLAN (Milestones) | COMPLETION MONTH: SCHEDULED O: ACTUAL Y | | | | | | | | | | | |
|---|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| <u>Initiation Phase</u> | | | | | | | | | | | | |
| 1. Consultants to complete system operations concept. | -- | | | | | | | | | | | |
| 2. Consultants to complete detailed system requirements document. | | | | | | | | | | | | |
| 3. Consultants to complete data requirements document. | | | | X | 0 | | | | | | | |
| <u>Definition Phase</u> | | | | | | | | | | | | |
| 4. Consultants to complete system definition document. | | | | | | 0 | | | | | | |
| 5. Consultants to complete interface control document. | | | | | | | 0 | | | | | |
| 6. Consultants to complete requirements feasibility document. | | | | | | | 0 | | | | | |
| 7. Consultants to complete package review and recommendation report. | | | | | | | | 0 | | | | |
| 8. Review of accomplishments and decision on continuation with current contractor or selection of new contractor. | | | | | | | | | 0 | | | |
| <u>Design Phase</u> | | | | | | | | | | | | |
| 9. The preliminary and detailed system design phase will begin in June 1985, but not be completed until approximately mid 1986. | | | | | | | | | | 0 | | |

Activity this Period:

Booz, Allen and Hamilton completed the system operations concept (SOC) on schedule and it was officially base lined in December. The initial draft of the detailed system requirements document (DSRD) and the data requirements documents (DRD) have been reviewed. A meeting was held with Booz, Allen and Hamilton to discuss revisions to both documents. Revisions were accepted and will be made by Booz, Allen and Hamilton. An ODP project officer, Linda Bell, was selected and is now monitoring the project. Several Claims Processing and Accounting Systems on the market or available from the Underwriter have been reviewed.

Problems/Shortfalls:

None

Status:

The project is on schedule.

Plans for the Next Period:

During the next three months Booz, Allen and Hamilton will complete the basic system definition documents needed to reach decisions on acquisition of claims and accounting computer systems. It appears possible that one phase of the three part system (claims processing) may be acquirable intact from the Underwriter, which would allow for a much earlier automation than anticipated in that one area. A decision on this must be reached in the next three months in order to implement by 1 January 1986.